

Receipt Policy

To get reimbursed for work-related purchases, a receipt (an original or scan) must be provided.

Make every attempt to retrieve a receipt from the supplier for the purchase. If a receipt cannot be collected, have supporting documentation available such as a bank statement, confirmation email of purchase, packing slip etc. and an itemized list of what was purchased.

If the purchase is less than \$75 and a receipt is not available, we will reimburse the cost as long as:

- It is not an item that UW requires a receipt on, no matter the cost (such as lodging or car rental)
- If being reimbursed from a grant or contract, the sponsor does not have a policy that requires receipts
- The details of what was purchased is submitted; for example “taxi” would be not be sufficient, but “taxi from hotel in Washington DC to Reagan Airport” would be